



DATE: January 24, 2018
TO: Chris Wilson, Assistant City Manager
FROM: Nasha McCray, Director
DEPARTMENT: Parks and Recreation
SUBJECT: Correspondence with Café Europa

Please find below a timeline of correspondence with Café Europa related to the Lease/Request for Proposals process for the restaurant space at the Cultural Center.

June 22, 2017	Former Parks & Recreation Director Wade Walcutt notified Café Europa owner Jakub Pucilowski via email of the City's intent to establish a competitive process for securing a new lease for the restaurant space that Europa currently occupies at the Greensboro Cultural Center. Pucilowski acknowledged receipt of the email through a subsequent email response.
July 6, 2017	Community Recreation Services Manager Phil Fleischmann met with Pucilowski to discuss the creation of a competitive Request for Proposals process for the restaurant space, so that a new lease arrangement with the selected operator could be in place by Feb. 1, 2018. Additionally, the current lease fee was noted as being lower than market value, and Pucilowski acknowledged that he would have to submit a competitive lease fee offer through the process.
October 16, 2017	Fleischmann met with Pucilowski to share that GDPI was being considered as the management agent for the restaurant space effective at the end of Europa's current lease. It was discussed that with the current date being October, an RFP process and a new lease being able to be executed by the end of January could be a challenge time-wise. Fleischmann agreed to extend the current lease for a period to be determined, and suggested a three-month extension through April 2018. Pucilowski stated that he would contact Fleischmann by the end of the day to let him know if an April extension would be desired. Pucilowski did not contact Fleischmann as he had indicated.
October 20, 2017	Fleischmann called Pucilowski's cell phone and left a voicemail inquiring as to whether or not an April extension would be desired. He received no return call from Pucilowski.
Early November, 2017	Fleischmann again called Pucilowski to inquire of his interest in an April extension and left a voicemail on his cell phone. Fleischmann received no response.
November 20, 2017	A 3-month lease extension was offered to Café Europa, and hand delivered to



Pucilowski along with a letter explaining the City's decision and that the RFP would be administered by GDPI. In the letter, Pucilowski was invited to contact Fleischmann if he had any questions.

- November 29, 2017 Pucilowski signed the lease extension and called Fleischmann to inform him that he would drop off the signed agreement at Fleischmann's office. He did so on November 29 or 30.
- Early December 2017 GDPI Executive Director Rob Overman reached out to Pucilowski by email to initiate a discussion between the organization and the restaurant. Receiving no response, Overman later stopped by Café Europa to see Pucilowski, but he was not in. Overman left his card with a staffer along with a request for Pucilowski to contact him.
- December 2017 Restaurant and park café kiosk RFP is finalized by GDPI, with input from the City, including staff within Parks & Recreation and the M/WBE office.
- January 8, 2018 Overman again stops by Café Europa in an attempt to speak with Pucilowski, but he is not on site. Overman leaves his card and a copy of the RFP with a staffer to give to Pucilowski.
- January 9, 2018 Overman issues RFP and includes Pucilowski on the group email sent to interested parties. Overman also sends a separate email to Pucilowski in an effort to ensure that he receives the document.
- January 18, 2018 Overman emails Pucilowski in order to inquire as to whether or not he could complete a tour of the restaurant as part of the mandatory informational meeting scheduled for January 25. Pucilowski responds to the email and requests to meet with Overman in order to discuss the ability for the tour to occur. Overman and Pucilowski set a meeting for Monday, January 22.
- January 22, 2018 Overman and Pucilowski meet. Pucilowski and Overman discussed ways in which prospective bidders could see the restaurant space.
- NM/pf